



Arkansas
Natural & Cultural
Resources Council

FY 2027

Process Begins December 2025

REVISED
GUIDE TO GRANTS



**Arkansas Natural and Cultural Resources Council
1100 North Street, Little Rock, Arkansas, 72201
(501)324-9150**

ARKANSAS NATURAL AND CULTURAL RESOURCES COUNCIL

GRANTS PROGRAM

The Arkansas Natural and Cultural Resources Council (ANCRC) was established by the Arkansas Legislature in 1987 by Arkansas Act 729 (now codified as Arkansas Code Annotated 15-12-101 through 15-12-103). The act created the ANCRC to manage and supervise a grants and trust fund for the acquisition, management, and stewardship of state-owned properties acquired or used for ANCRC approved purposes. The grants are funded through two increases in the state's real estate transfer tax, the original increase in 1987 and an additional increase in 1993. The ANCRC consists of eleven voting members. Grants from this fund are for projects that protect and maintain state-owned natural areas, historic sites, and outdoor recreation. For more information concerning the ANCRC and its programs, contact Laura McClellan, Division of Arkansas Heritage, 1100 North Street, Little Rock, Arkansas 72201, Laura.McClellan@arkansas.gov.

**ARKANSAS NATURAL AND
CULTURAL RESOURCES COUNCIL (ANCRC)
TIMELINE**

New Grant Application in Grant Management Portal	Posted by 3 rd Week in December
New Grant Projects- <i>See Grant Application Instructions-</i> Provide Executive Summary and Request Logon Directions	Requested no later than 1 st Monday in February
Final FY 27 Grant Application Submitted in Grant Management Portal	Due by 4 p.m. on the 1 st Monday in March
Deadline for Grant Extension Request Form and Explanation for FY 26 Awards	Due 1st Monday in March
PowerPoint Presentation for Funding Decision Meeting	May 13, 2026
FY 27 Funding Decision Meeting FY 26 Grant Extension Decision	May 20, 2026
Mandatory Grantee Meeting	Date To Be Announced after Funding Meeting
Date of Project Implementation	July 1
Funding Requests	Due between the 15 th and 20 th of the Month
Progress or Final Report	Due January 30 and July 30

**For more information, contact
Laura McClellan@arkansas.gov**

ARKANSAS NATURAL AND CULTURAL RESOURCES COUNCIL

APPLICATION PROCEDURES

I. Grant Programs

A. Annual Grants

Projects funded during a regular annual grant period. These grants are submitted through the regular annual grant cycle with projects and expenditures occurring between July 1 and June 30 of each year.

C. Emergency Grants

Projects for unanticipated opportunities deemed highly significant and critical for the State to fund, according to the SCORP (Statewide Comprehensive Outdoor Recreation Plan) guidelines and the Council's other review criteria. Funded through a limited amount established by the Council at the annual funding meeting and if the Council desires, through the receipt of returned funds incapable of being spent by original grantees. Emergency grants may be approved by the Council Officers up to the amount determined annually by the Council, with review by the full Council at the next regular meeting after an award is made. Awards may not be made to grants which can be submitted through the regular annual grant process.

II. Application for Funds

A. Eligibility to Apply

Applicants for funding from the Natural and Cultural Resources Grants and Trust Fund shall be agencies of the State of Arkansas receiving General Revenue funding and are authorized by law to acquire, manage, operate or maintain State-owned lands or to preserve State-owned historic sites, buildings, structures or objects which the Council determines to be of value for recreation or conservation purposes for the benefit of this and future generations.

B. Grant Review Criteria

1. The Council will fund projects for acquisition, management and stewardship of State-owned lands or the preservation of State-owned historic sites, buildings, structures or objects which the Council determines to be of value for recreation or conservation purposes; said purposes to be used, preserved or conserved for the benefit of this and future generations.

In funding State Park improvements, the Council shall initially emphasize the restoration or renovation of existing facilities and historic structures within the system.

Projects shall be selected for funding on the basis of their conformity with these purposes, pursuant to Arkansas Act 729 of 1987, as codified in A. C. A. 15-12-101 through 15-12-103, or its successor.

To qualify for funding as a historic preservation project, a site, building or structure must either be on, or determined eligible to be on, the National Register of Historic Places. Any question of eligibility will be determined by the Arkansas Historic Preservation Program.

2. In selecting projects to be funded, the Council shall be guided by the principles set forth in the Arkansas Statewide Comprehensive Outdoor Recreation Plan (SCORP) published by the Arkansas Department of Parks, Heritage & Tourism, and the Council's review criteria, as the same may exist and be in force from time to time.
3. Other review criteria include, but are not limited to, the following:

a. Resources

1. Presence of Natural Resources

- a. Exemplary natural communities.
- b. Endangered, threatened or rare species.
- c. Outstanding geologic features.
- d. Forest resources and their potential.
- e. Water resources and their potential.
- f. International, national or statewide significance, comparison to other known projects, proposals or publicly owned lands.

2. Recreational potential

3. Archeological and Historical features

- a. Known or potential sites or structures.
- b. International, national, regional or statewide significance, comparison to other known projects, proposals or other publicly owned lands.

b. Vulnerability and Endangerment

- 1. Susceptibility of the resources to degradation and/or deterioration.
- 2. Potential for destruction, including development plans, if any.

c. Suitability for Proposed Use

- 1. Features, including access and sufficient size for proposed use.
- 2. Manageability, including adequate boundary considerations, potential for resource protection, and proximity to other State-owned lands.
- 3. Adequacy of the management concept and plan, and potential for effective site management.

d. Location

- 1. Regional balance of available resources.
- 2. Area of critical State concern, if applicable.

e. Ownership Pattern

- 1. Number of items (parcels) and number of owners.

f. Cost

- 1. Acquisition cost.
- 2. Availability of other funding.
- 3. Alternative acquisition techniques, including less than fee simple acquisition, donations, mitigation agreements and exchanges.
- 4. Cost for management/stewardship.

g. Conformity with other plans

1. Conformity with plans, laws, and/or regulations currently existing, developed and/or administered by other State or Federal agencies.

h. Resource planning

1. Resource-based acquisition goals and objectives.
2. Coordination with prospective management agencies.

C. What Is/Is Not Funded

The Council will fund projects that conform to the purposes defined in the legislation, bylaws and grant application procedures. The Council will not fund (a) contributions or donations to other organizations or individuals; (b) entertainment expenses, including refreshments, flowers, reception costs, etc.; (c) lobbying expenses; (d) regular, full-time administrative staff for a project; nor (e) standard, on-going, operating expenses for a project. With regard to (d), this exclusion does not apply to construction personnel.

D. Types of Grants

Grants may be for acquisition, management/stewardship, or a combination of the two.

1. **Acquisition** - A grant is defined as an acquisition grant if funding is requested for the purpose of acquisition by the State.
2. **Management/Stewardship** - A grant is defined as a management/stewardship grant if funding is requested for the development of heretofore-undeveloped property, sites, or programs, and/or renovation of existing property or sites. The grant may also include requests for projects involving maintenance, preservation, improvements, management and operations, and programming.
3. **Combination** - A grant is defined as a combination grant if the grant includes a request for funding for both of the above categories.

F. Historic Property Rehabilitation and Restoration Grants

Applicants approved for funding for the preservation of historic property sites should schedule a meeting and site visit with ANCRC staff, Arkansas Historic Preservation Program (AHPP) staff, the grant contact, architect and other key project personnel. This meeting should take place prior to the submission of construction plans, demolition plans or other documents to the AHPP for review. No construction or demolition should commence prior to the approval of the AHPP.

Grant projects that include the rehabilitation or restoration of historic properties must follow the additional procedures listed below in the application process and in the implementation of the grant.

These procedures do not apply to projects which are awarded directly to subgrantees by the Arkansas Historic Preservation Program of the Division of Arkansas Heritage.

1. **Architectural Contracts.** The Council requires that an architect prepare plans and specifications for a rehabilitation/restoration project funded with Council funds. Architectural services must be obtained through the State of Arkansas procedures for obtaining professional services. The architect will prepare and certify plans, specifications, a work-cost breakdown and other required contract documents for submission to the Council and will supervise the project work. The requirement for an architect or a licensed architect may be waived if the Council Secretary/Disbursing Officer determines that in-house expertise is available in the applicant agency.

After a grant award is made, the architect selected by the grantee is to arrange to meet with the designated staff of the Division of Arkansas Heritage's Arkansas Historic Preservation Program to discuss the project in detail. Architectural fees can be included in the fundable expenses of the grant.

2. **Contractors.** Contractors shall be selected by means of the State of Arkansas procedures. Contractors employed by grantees shall be licensed by the Arkansas Contractors Licensing Board. Contractors shall indicate on the bid their current license number as issued by the Board. This requirement may be waived if the Council Secretary/Disbursing Officer determines that in-house expertise is available in the applicant agency. Contractors' fees may be included in the fundable expenses of the grant.
3. **Project Preparation/Plans and Specifications.** All rehabilitation/restoration grants must be in accordance with the guidelines listed in The Secretary of the Interior's Standards for Rehabilitating Historic Buildings.

If the scope of a grant project includes interior work, that work shall be made accessible to the handicapped according to the Arkansas Architectural Barriers Accessibility Act of 1989, or its successor, including considerations for historic properties.

Work completed as part of the Council grant shall also comply with the Arkansas Fire Code, including considerations for historic properties.

4. **Project Initiation.** If a grant application is for a Rehabilitation/Restoration project, the staff of the Council will route the application to the AHPP staff of the Department of Arkansas Heritage for a review of the application. This review will be in addition to the Council staff review of grants. The AHPP staff will indicate that it has reviewed the application before the application is forwarded to Council members. This review will be for the determination of the property's eligibility for listing on the National Register of Historic Places. A list of the eligibility requirements for the National Register of Historic Places is as follows:
 - a. **National Register Criteria.** The quality of significance in American history, architecture, archeology and culture is present in districts, sites, buildings, structures and objects that possess integrity of location, design, setting, materials, workmanship, feeling and association, and:
 1. that are associated with events that have made a significant contribution to the broad patterns of our history; or
 2. that are associated with the lives of persons significant in our past; or
 3. that embody the distinctive characteristics of a type, period or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
 4. that have yielded, or may be likely to yield, information important in prehistory or history.
 - b. **Criteria Consideration (Exceptions):** Ordinarily cemeteries, birthplaces or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature and properties that have achieved significance within the past 50 years shall not be considered eligible for the National

Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

1. a religious property deriving primary significance from architectural or artistic distinction or historical importance; or
2. a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
3. a cemetery which derives its primary significance from graves of persons of transcendent importance, from distinctive design features, or from association with historic events; or
4. a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
5. a property primarily commemorative in intent if design, age, tradition or symbolic value has invested it with its own historical significance; or
6. a property achieving significance within the past 50 years if it is of exceptional importance.

After receipt of a grant award, the grantee will submit the project plans, specification and work-cost breakdown to the designated AHPP staff. If clarification or additional information is required, the grantee will be contacted. The AHPP will review each grant project and notify the Council Secretary/Disbursing Officer or their designee of its findings. The Secretary/Disbursing Officer of the Council will mail a written notice to the grantee that work may begin on the project. The grantee must notify the Council of the date upon which construction work will begin.

5. **Review by the Arkansas Historic Preservation Program.** After project plans are reviewed, any substantive architectural or construction changes, or any changes that may compromise the historic integrity of the property, must be reviewed by the Division of Arkansas Heritage's Arkansas Historic Preservation Program. This is for changes made during the period of the grant project.

Any changes relating to architecture or construction made to the project after the project plans are approved and during construction must be reviewed and

approved in writing by the Arkansas Historic Preservation Program. The staff of the AHPP will notify the Council Secretary/Disbursing Officer of the changes prior to approving them. Designated staff of the AHPP may inspect the project before, during and after the completion of the work. The grantee and project architect are encouraged to contact the AHPP with questions at any time before or during work on the project. Grantees are encouraged to take advantage of the expertise available from the AHPP staff before beginning work on a questionable item. All project work should follow guidelines of The Secretary of the Interior's Standards as closely as possible.

The staff of the AHPP will notify the Council Secretary/Disbursing Officer of any instance of unsatisfactory work. Failure by the grantee to follow the guidelines of The Secretary of the Interior's Standards or the recommendations of the AHPP staff may result in the forfeiture of the grant's outstanding payments and a recall of already awarded funds. Further penalties are noted under the "Legal, Financial and Reporting Requirements for Grant Recipients" section of these procedures.

6. **Appeal Process for Decisions on Historic Properties.** If a grantee disagrees with a decision made by the Arkansas Historic Preservation Program review staff, the agency may appeal the decision or recommendation to the Council Officers. This appeal shall be made in writing and filed within 20 working days of the grantee agency's receipt of the AHPP's final decision.

The Council Officers shall meet within 10 working days of receipt of the appeal (or on a date mutually agreed upon by both parties) and determine the course of action to be taken.

The Council Officers may choose to have the full Council review the appeal. If so, the Chairman of the Council shall call a special called meeting of the full Council to be held within 20 working days of the Council Officers' meeting (or on a date mutually agreed upon by both parties) to hear the appeal. The decision of the full Council shall be final.

If a grantee agency is dissatisfied with the determination made by the Council Officers, the agency may request a hearing by the full Council. The Chairman of the Council shall call a special called meeting of the full Council to be held within 20 working days of the receipt of the request for a hearing (or on a date mutually agreed upon by both parties). The decision of the full Council shall be final.

7. **Maintenance and Administration.** Grantees who own the properties assisted by Council funds must agree that the property shall be maintained to every extent possible according to The Secretary of the Interior's Standards. Additionally, the

grantee must agree to give the grantor the right to inspect the property at all reasonable times to ascertain the grantee's compliance with the grant agreement.

8. **Notification of Transfer of Title.** The owner must agree to notify the Council within ninety (90) days of a transfer of title.
9. **Site Visits.** As work on the project progresses, the Council staff or designated AHPP staff may make periodic site visits to inspect the work. Once work has begun on the project, the site visits may be made without notification to the grantee.
10. **Application, Request for Funds, Signage and Reporting.** The grantees receiving Council funds for rehabilitation or restoration work will be subject to the same requirements for application, funding requests, signage, reporting and all other requirements as those required of all other Council grantees.

G. Application Instructions

1. **Application Form** - Each grant application must include a completed Council grant application form. Grant applications may include more than one like project.
2. **Approval by Agency's Chief Officer and Board** - Each State agency applicant must certify that the grant proposal has been previously submitted to and approved by its respective institution's chief (department director, president, chancellor, etc.) and its board, commission or council; and that it has complied with its own agency review process, including public comment, if applicable. The name and telephone number of the applicant's fiscal officer who will be handling the finances of the grant project are also required.
3. **Acquisition Project Requirements** - Agencies applying for acquisition funds must submit or have on file with the Council the procedures required for acquisition by their respective board, commission or council, and verify that such procedures have been met.

A copy of the appraisal for the acquisition of property and/or item must be submitted to the Council Secretary/Disbursing Officer as soon as it is received after grant awards are made. If the applicant already has an appraisal, it should be submitted with the application.

4. **Application Obligations** - Parties to a grant agreement specifically recognize that grant assistance from the Council creates an obligation to maintain the property

described in the project agreement consistent with the Arkansas Natural and Cultural Resources Council Grants Act and other Council requirements.

The applicant agrees that the project is being acquired, developed, renovated, managed, or maintained with Council grant funds (or that such funds are integral to the project) and thus, without the written approval of the Council, it shall not be converted to a use that would compromise the integrity of the original grant project.

The applicant also agrees that the owner of the property being assisted by Council funds will notify the Council within ninety (90) days of a transfer of title.

By the acceptance of a Council grant, the grantee will give the Council or its designee the right to inspect the property at all reasonable times to ascertain the grantee's compliance with the grant agreement.

5. **Returned Funds** - If, for some reason, a grant project is terminated or if actual costs are less than anticipated or if the grant contract date has expired, all remaining unobligated funds will be returned to the Council. All such funds shall be reclaimed by the Council at the beginning of the new fiscal year or at the ending of a grant that is terminated mid-year.

The Council may determine if the returned funds will be added to the Council's separate Trust Fund, to the amount set aside that year for Emergency Grants or returned to the Council's grants fund for awarding the following regular grant cycle.

6. **Grant Extensions** - If a grant project is delayed due to conditions beyond the applicant's control, the applicant may request in writing an extension of the project period. The Council will provide a form for applicants needing grant extensions. Council staff will request notice of extension needs in the spring of each year prior to the May Funding Meeting. No more than one extension shall be approved per grant.

The Council shall grant the Council Officers (as a group) the authority to grant extensions for projects having unavoidable delays. Any such extension must have the approval of a majority, two of the three Council Officers, and shall be reviewed by the full Council at the next regular meeting.

7. **Application Procedures by Category**

- a. **Annual grants** (Projects to be implemented during July of the year of the funding meeting and completed by the end of the fiscal year.) One-time extensions for annual grants will require no new funding for the extended time period.

- 1. Photographs of the potential project site are requested as part of the application package.

Applicants will be encouraged to contact the Arkansas Natural and Cultural Resources Council staff for assistance in preparing an application prior to its submission to lessen the chance for errors.

- 3. After the Arkansas Natural and Cultural Resources Council receives all applications they will be forwarded to the Council members no later than April l.
 - 4. At the annual funding meeting in May, the applicant may make a presentation to the Council to explain the grant proposal. The length of time for the presentation will be established by the Council prior to the funding meeting.

- b. **Emergency grants** (Grants to be approved by the Council for emergency needs that arise during the fiscal year.)

Emergency grants are not for the purpose of circumventing the regular grant review procedures. Emergency grants are not awarded to any project which could normally be sent through the regular grant review and approval process.

Applications are not eligible if they 1) follow immediately after the regular grant deadline and reflect no apparent emergency, or 2) could normally be reviewed at the regular deadline for Annual grants.

There is no limit to the number of Emergency Grants that may be awarded, as long as the total amount for Emergency Grants determined by the Council for that year is not exceeded.

8. Annual Meeting

An annual funding meeting shall be held in May. At that meeting, a report of the funds collected, donations, returned funds and all other funds available for granting

for the next grant period (July 1 – June 30) will be provided to the Council members.

Actions at the annual meeting will include, but not be limited to, the following:

- a. The Council will determine the percentage of funding to be placed in the Natural and Cultural Resources Council Trust Fund (as opposed to the Natural and Cultural Resources Grants and Trust Fund) for the year.
- b. A division of funding for new annual and emergency grants may be determined.
- c. **Final reports from grant projects completed in the previous year will be reviewed and filed.**
- d. Changes to bylaws or procedures may be considered.
- e. Election of officers will be held.
- f. Meeting dates will be established for the next year.

H. Legal, Financial and Reporting Requirements for Grant Recipients

1. Contracts

After award decisions are made, award letters, contracts, final budget forms and instructions shall be transmitted to recipients. All documents are to be completed, signed and returned to the Council by the stated deadline. Failure to return the completed forms by the deadline may result in a delay of funding or forfeiture of the grant.

Once the terms of the grant are finalized, no substantive changes which affect the scope or completion of the project may be made in the program or budget as described in the original grant application unless the grantee submits a written request for a change in advance. This request is to be submitted to the Council Secretary/Disbursing Officer who may approve the request or may determine that the Council Officers as a group review the request.

The grant contract is a legal document. The grant recipient's failure to abide by the terms of the grant contract will result in immediate suspension of outstanding payments and recall of allocated funds.

The forfeiture of a grant under such conditions will be reported to the Governor and to the Arkansas Legislative Council, and may result in the Council no longer accepting grant applications from the forfeiting agency.

Legal remedies available to the Council under State laws may be pursued.

2. Distribution of Grant Payments

When a grant award is made, the State agency receiving the grant is given a new State appropriation and funding specific to the grant. The State Department of Finance and Administration will establish an appropriation code and a fund code for each grant.

Monies are transferred to the grantee's new fund account according to the schedule the grantee requests as part of the grant award packet. The funding schedule is established at the beginning of the grant. An accurate estimate of timing of funds is important since the Council invests funds not being used by grantees. Early withdrawals are discouraged and allowed only with the approval of a written request by the Council Secretary/Disbursing Officer.

All expenditures are subject to the State of Arkansas Accounting Procedures and Purchasing laws and regulations.

3. Audit Requirement

For accounting purposes, financial records shall reflect all obligations and disbursements of grant and matching monies. The financial accounts shall be subjected to audit by the agencies of the Council, State of Arkansas and/or the Federal Government as applicable. The grantee shall be responsible for the safekeeping and identification of records maintained to account for funds awarded by the Council. Said records must be kept in the grantee's file for a period of three years after completion of the project.

4. Compliance with State and Federal Laws

Each grant project will comply with all applicable State and Federal laws relating to the nature and purposes of the grant project (i.e., acquisition of lands, handicapped accessibility, State Clearinghouse procedures, retention of records, etc.).

The Council recommends voluntary compliance with Federal laws appropriate to the project which may not be formally required of the applicant, such as

environmental, fish and wildlife, historic preservation, civil rights and equal employment laws.

5. Reports

Grant recipients are required to submit reports during the year to the Council's Secretary/Disbursing Officer.

- a. For all grants, unless dispensation is granted by the Officers and noted in the grant award agreement, a mid-year financial summary and activity report ("progress report") will be due on January 30.
- b. For all grants, a final financial summary (including certification of cash match, in-kind contributions, and copies of the official state financial report for all expenses), final narrative/activity reports ("final report") and photographs of the completed project as applicable are due no later than 30 (thirty) calendar days after the project's completion or July 30, whichever comes first.
- c. Grant recipients shall submit a complete progress report no later than January 30 and a final report no later than July 30. Reports should include:
 1. detailed narratives identifying the accomplishments associated with each project element;
 2. financial information for the specified time period with outline of expenditures related to each project element and appropriate AASIS reports;
 3. appropriate photographs or other documentation to give a clear impression of the project's progress through the specified date;
 4. discussion of any difficulties the project encountered;
 5. confirmation of signage displayed at the site;
 6. copies of articles from newspapers, magazines or other publications related to project; and
 7. copies of any publications or research produced in conjunction with the project.

- d. Grantees should submit appropriate reports as outlined in the schedule: January 30 and July 30. A deadline extension should be requested in writing if the grantee is unable to submit the reports on time. Failure to submit reports as agreed should be reported to the Council by the ANCRC staff.

6. Project Directors' Meeting

After grant awards are made, a meeting will be held for all project directors of funded grants.

Participation in the annual project directors meeting is mandatory. Any Grantee who does not send appropriate personnel to review the ANCRC procedures at this meeting shall not receive funds until the grantee has made arrangements to meet with appropriate ANCRC staff, fiscal management staff, and Historic Preservation Program staff.

7. Signage

Permanent signage for each project funded by the Council is required. A specific description of the requirements will be provided to each applicant as part of the annual grant application guidelines. Applicants for Emergency Grants will be provided the same information. Each grant contract will include an agreement by the applicant to comply with the signage requirements.

a. Provision of Signs

Each grantee will be provided with one 12" x 18" sign per project site. Each grantee will also be provided camera-ready artwork for a Council logo for use in printed materials concerning their grant projects.

b. Additional Signs

If a grantee feels that a grant project needs more than one permanent sign, a request for additional signs with justification as to the need may be submitted.

If a grant project is for further development or expansion of an existing site that already has a permanent Council acknowledgement sign, another sign is not necessary.

c. Alternate Forms of Sign

If the grantee feels that the standard 12" x 18" sign available at no charge from the Council is not appropriate for a particular project, the grantee may request artwork for the purpose of creating a more appropriate permanent sign.

The grantee may produce a permanent sign from other materials, such as a decal, framed document, bronze or wooden plaque, etc.; however, the grantee will bear the cost for the production and installation of the alternate sign. This cost may not be paid from Council funds.

If a grantee does not plan to use a metal sign or alternate sign as provided by the Council, a description of the sign intended to be used must be approved by the Council Secretary/Disbursing Officer prior to the sign's creation and installation.

d. Publications

Any publication produced in part or in whole with Council funding should use the Council logo provided by the Council and must contain the following statement: "This publication was produced (in part) by a grant from the Arkansas Natural and Cultural Resources Council, funded by the Arkansas Real Estate Transfer Tax."

e. Responsibility for Installation

Each grantee will be responsible for the permanent installation of the project sign. A permanent sign acknowledging receipt of the Council monies must be in place before a final report will be accepted from the grantee.

A detailed description of the location of the installed permanent sign must accompany the grantee's final report. If more signs than one are granted for a project, the grantee must submit a description of the location of the installation of each sign along with the final report.

If appropriate to the nature of the project, the permanent sign should be erected at the onset of construction or work at a project site.

f. Location of Installation

Signs are to be placed in an appropriate location of maximum visibility.

g. Replacement of Signs

If the sign provided by the Council becomes damaged and needs to be replaced, a replacement sign may be requested of the Council. The request should be in writing, include a justification and sent to the Program Manager.

h. Requirements for Subgrantees

If a grantee's project involves subgrantee activities, the grantee's requirements for subgrants must include these same signage requirements.

i. Further Information

Questions about sign requirements not covered in this document should be submitted to the Council Secretary/Disbursing Officer who shall advise the inquiring party consistent with the signage requirements, or may determine that the Council Officers or entire Council as a group address the questions.

8. Publications

If a publication is produced with Council grant funds, one copy of the publication must be given to the Council as part of the grant's final report.

9. Forms

Samples of ANCRC grant forms.

- a. Grant Application
- b. Forms completed after a grant is awarded
 - 1. Grant Award Agreement
 - 2. Initial Budget Form
 - 3. Progress Report
 - 4. Final Grant Report

10. Personnel

- a. Each grant recipient shall specify in writing one Grant Contact and one Fiscal Officer. It is the responsibility of the grant recipient to keep ANCRC informed

of any changes in the designated contacts. The Grant Contact must be employed by the grantee agency.

- b. ANCRC funds cannot be used to pay for consultants to write grant applications, reports, or to manage the granted funds. The agency applying for an ANCRC grant shall be responsible for providing personnel to write and manage the grant, focus the project on the scope of the ANCRC contract, respond to questions, submit reports in a timely manner, provide appropriate financial documents and reports, and monitor the work of architects, contractors, consultants and extra help workers.